

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
May 2, 2005**

PRESENT: LAURA BUONO CHAIRMAN; LEON METHOT, VICE CHAIRMAN; HELEEN KURK, SELECTMAN; DONNA M. OSBORNE, SELECTMAN; JOSEPH M. FIALA, SELECTMAN

TOWN ADMINISTRATOR: ROBERT CHRISTENSEN

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tina Pelletier, Chief Gregory Begin, Frank Campana, Bill Alleman, Steve Flanders, Chuck Metcalf, George Malette, Forrest Esenwine, Ginger Esenwine

6:35 Chairman Laura Buono called the meeting to order.

1. PUBLIC PARTICIPATION – Chief Gregory Begin stated that everything is going well at the Police Station. Chief Begin received an email from Jerry Morin complementing two officers and the positive manner in which they handled an incident at the ball field. Chief Begin told the Board that the Happy Weare-ites will be visiting the station.

2. COMMITTEE ITEMS – Mr. Chuck Metcalf informed the Board that PARC is looking to finish up Phase 1 of the erosion control down at Chase Park. They got prices on the jute matting which will go down on the waters edge up to the banking which will keep the erosion down and willow stakes will be used to hold back the erosion. Mr. Metcalf told the Board that Carl Knapp put down more rocks which really helped. Mr. Metcalf stated that at the top where the jute matting ends grass won't grow there because it's too high of a traffic area so they would like to put down sod. They received prices on sod and jute matting for a total of \$2,100. Mr. Knapp has agreed to bring out the loam. Mr. Metcalf stated that the requested funds are for material only not for any labor. The CIP balance at this time is \$28,511.21. They will rope off areas to discourage foot traffic and in the future they would like to add shrub. It will be determined who will water the sod on a regular basis. Timeframe will be discussed at the next PARC meeting but Mr. Metcalf wanted to get the go ahead now so they will be ready to proceed.

Chairman Buono moved, Selectman Kurk seconded to expend up to \$2,100 from the Chase Park Capital Reserve Fund for the purpose of erosion control. Passed 5-0-0.

Mr. Metcalf discussed with the Board that the parking lot at Chase Park is in need of some attention. It was stated that the parking lot is getting really cracked, no top coating or sealing has ever been done. Mr. Metcalf stated that the top coating and sealing went out to bid for and there were no bids. Mr. Metcalf informed the Board that Mr. Jim Blouin went out and requested quotes which both came in within \$25. The quotes they received were for crack sealing, top coating and line painting one for \$3,775 and the other \$3,752. Mr. Metcalf stated that if something isn't done to protect the parking lot then eventually it could cause damage that could be

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extensive. Chairman Buono stated that she feels it is responsible to maintain the parking lot before major repairs will have to be made. Selectman Fiala said that PARC might want to research the paint stripping for parking spaces. Chairman Buono stated that it would be wise to get Carl Knapp's recommendation.

Selectmen Osborne moved, Chairman Buono seconded to expend up to \$3,800 from the Chase Park Capital Reserve Fund for the purpose of sealing the parking lot at Chase Park contingent on Carl Knapp's recommendation. Passed 5-0-0.

Mr. Metcalf stated they had 30 applicants for the positions at Chase Park. Mr. Metcalf informed the Board that PARC has chosen the individuals they would like to hire along with 5 re-hires. In the past the process has been that PARC does all the interviewing and then makes the recommendations to the BOS and then the BOS does the actual hiring. They are hiring 2 new adults to help off set the 2 adults they have returning from last year. The pay scale except for the 2 returning adults stay at the same pay as last year. The Board voiced concerns regarding the issue of 2 of the alternates being related to 2 of the supervisors. Selectman Kurk stated that she can see that with the mom's working there it is beneficial but things need to be clear as to responsibilities. Mr. Metcalf stated that because of the problems last fall the PARC required that all returning employees had to reapply and put in a new application.

Chairman Buono moved, Vice Chairman Methot seconded to hire Dave Abrahms, Donna Meuse, Miranda Trahan, Jim Thomas, Greg Franciscouich, Tiffany Carrier, Elyse Fuggetta, Chris Frencher, with alternatives Justin Robichaud, Mike Eldridge, Matt Poirier at the rates recommended for summer help. Passed 4-1-0 Chairman Buono voted no.

3. TAX DEEDING INFORMATION – Ms. Tina Pelletier stated that she started the tax deeding list at the beginning of February with 50 properties and now has it down to 18. Through DRA recommendation Ms. Pelletier has to have signatures from the BOS to approve payment arrangements and to waive the deeding. Ms. Pelletier started sending out reminder letters last November, and since then has sent additional letters, certified letters and has made several phone calls. Ms. Pelletier stated that her responsibility is to send out reminder letters in January and then again 30 days before the deeding is to be done she sends out another notice. She feels that she has gone above what is required of her because she doesn't want to see anyone lose their property. Ms. Pelletier has the cards that state the certified letters have been received by the property owners and in some cases still has had no response. The following properties have not paid their taxes for 2002:

- Lot #34 in All Seasons - recommending that the BOS sign the waiver because this is held by All Seasons Corporation so they won't likely let it go.
- Teresa Belleville - South Weare Mobile Park - has been in and made payment arrangements, recommends that the BOS sign the waiver.
- Mr. and Mrs. Daniel Corsetti - Lot #35 at All Seasons
- Ron and Cindy Hoekstra - 732 Concord Stage Road #38 - have made payment arrangements, recommends that the BOS sign the waiver.
- David Holmes - 58 Mt. William Pond Road - Mr. Holmes has been out of work since the beginning of April and made a partial payment leaving a balance of \$411.83 - has made payment arrangements, recommends that the BOS sign the waiver.
- Thomas Jacobs - Moulton Road - This property is a 20 acre parcel which is land only and has been an issue or confusion in the past because it does not exist on the tax map. Ms. Pelletier has got no response in writing or phone and does not recommend signing the waiver.

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- David W. Lunt, Jr. - 174-7 South Stark Highway, parcel at South Weare Mobile Park, has made payment arrangements, recommends that the BOS sign the waiver.
- Alvin F. Lunt - 298 Old Francestown Road - on list in prior years and has taken care of this in the past, she does expect him to come in, this is rental property for the owner and doesn't feel he will want to lose it, recommends that the BOS sign the waiver.
- Peter and Cindy Mossey - Lot #50 in All Seasons - cannot contact the individual - if the campground doesn't pay then the town will take this.
- Jerry Pellerin & Patty Miller 6.98 acres, owner lives in Nashua and she has left 3 messages, certified letters have been received, there has been no response, this is land only by the water, recommends that the BOS does not sign the waiver.
- Paul and Celine Therrien - 47 Mountain School Road, just made a large payment and stated that she will pay the rest by May 13, recommends that the BOS sign the waiver.
- Thomas Family Trust c/o William A. Thomas, Trustee, 260 Dustin Tavern Road - this is an every year occurrence and he pays regularly, recommends that the BOS sign the waiver.
- Robert Stanley - 223 Buzzell Hill Road, Ms. Pelletier contact Mr. Stanley's sister as a last resort, she has helped in past years. Ms. Pelletier Tina doesn't want to take this parcel.
- Tiffany Et Al, Edian P. and Tiffany Henry, III and Graham, Cleone - Owner said they will be in.
- Henry D III and Tiffany Edwin Tiffany, 207 Tiffany Hill Road
- Gail Trabucco - 220 Quaker Street – has been on the list for many years, always kept to their agreements in the past and fully agrees to pay and will come in personally to sign.
- Gail Trabucco - 222 Quaker Street
- Stella E. Turner and Melody J. Turner - 13 Reservoir Drive – Ms. Pelletier had to track down the Mortgage Co and confirmed with the Mortgage Office today and she will overnight the check to pay up fully.

Ms. Pelletier informed the Board that there were 2 campers down at Cold Springs in 2002 that were removed from the Park but the payments crossed and she would like the BOS to sign and abate these and make them go away because of the small amount due to the town.

Ms. Pelletier will send updates and emails to keep the Board informed of what is going on with these payments. The Board thanked Ms. Pelletier for all her extra effort.

4. PUBLIC HEARING – To receive information and testimony on receiving the donation of a podium for use in the conference room with an estimated value of \$390.00 from Mike Pelletier

Chairman Buono opened the public hearing at 7:40 p.m.

Mr. Steve Flanders hopes the podium lasts for many years and asked Vice Chairman Methot to get the metal plate with the town seal for the front. Steven Flanders thanked Mr. Pelletier for his donation.

A formal letter from the Board of Selectmen will be sent to thank Mr. Pelletier for his donation.

Chairman Buono closed the public hearing at 7:46 p.m.

Chairman Buono moved, Vice Chairman Methot seconded to except the podium with an estimated value of \$390.00 from Mr. Pelletier with many thanks. Passed 5-0-0.

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5. EX-OFFICIO DISCUSSION

The Board held a brief discussion as to which members of the BOS would be Ex-officio's to which Committees and Boards.

- Vice Chairman Methot will remain Ex-officio to the Zoning Board and the Planning Board.
- Selectman Kurk stated she will be on PARC and Economic Development.
- Chairman Buono she would like to stay on the Benefit Review Committee but if the new members would like to she could resign.
- Selectman Fiala stated that he would like to become the Ex-officio on the Conservation Commission.
- Selectman Osborne will remain a member of the Cable Committee and become a member of the Economic Development Committee.

Chairman Buono stated they received a letter from David Abrahms stating he would like to volunteer for the Cable Committee, she will forward the letter to the Cable Committee for their recommendation.

6. MANIFESTS

Chairman Buono moved, Selectman Kurk seconded, to authorize the Board of Selectmen to sign Manifests and order the Treasurer to sign checks dated May 02, 2005. Passed 5-0-0.

Accounts payable	\$293,305.43
Gross Payrolls	<u>\$27,053.71</u>
Total	\$320,359.14

Voids	A/P	(-\$8,098.81)
	<u>Payroll</u>	<u>(-\$1,266.93)</u>
	Total	(-\$9,365.74)

Selectmen signed manifests and ordered the Treasurer to sign checks dated April 28, 2005.

Accounts Payable	\$10,387.47
Gross Payroll	<u>\$30,276.94</u>
Total	\$40,664.41

7. PUBLIC HEARING – To receive information and testimony regarding renaming a portion of Huntington Hill Road

Chairman Buono opened the Public Hearing opened at 8:00 p.m.

Chairman Buono stated that the purpose of this hearing was to rename a portion of Huntington Hill Road per a request from Judy Rogers for ease of locating by 911 Emergency Response. At this time Huntington Hill Road is split by River Road dividing the road in half. The renaming would easily distinguish North Huntington Hill Road from South Huntington Hill Road.

Chairman Buono closed the Public Hearing at 8:05 p.m.

Selectman Fiala moved, Co-Chairman Methot seconded to rename the portion of Huntington Hill Road that is north of River Road to North Huntington Hill Road. Passed 5-0-0.

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8. CODE OF ETHICS DISCUSSION – The purpose of this committee is to bring forth a Code of Ethics to be on the warrant in March. It was determined that Selectman Kurk will have one meeting with the Code of Ethics Committee and then they will be on their own.

Vice Chairman Methot stated that in the past there have been people who have been appointed to a position and then don't show up and there needs to be a process on how to disappoint them from the Committee and feels that possibly the Code of Ethics Committee could help with this matter.

Mr. Christensen stated that there is a suggestion box on the website for people to place their ideas.

George Malette stated that if someone is on the Code of Ethics then they cannot be serving on any other committee in town. Chairman Buono stated that they are looking for one more member.

Chairman Buono moved, Vice Chairman Methot seconded to appoint Kathleen A. Williamson, Bill Alleman, Nancy Swanson, and Kathy Brauer, for a term to expire in March 2006 to the Code of Ethics Committee. Passed 5-0-0.

9. ADMINISTRATIVE REPORT – Mr. Bob Christensen stated that Emergency Management needs a director and that Chief Richards was approached for this position and feels that he does not have the time needed to become director but is interested in participating.

Chairman Buono stated that the Department of Safety has a grant that could possibly cover the cost of a director. Chairman Buono stated that she is not in favor of bringing someone in that is already an employee. It was mentioned that Mark Kendrick should be approached for this position. There is grant money out there and we really need to take advantage of this.

Selectman Kurk asked if it would be responsible to bring this up to all members of the Fire Department as well as Mark Kendrick to see if any of them have the requirements needed to become director. Selectman Kurk also mentioned that there might be a retired individual who might have the qualifications in emergency services who might be interested in this position. Chairman Buono stated that maybe they need to get away from the first responders (not police and fire) for the director position and that they need to get the information out there that this is what they are looking for the position of Director.

It was discussed that there needs to be an Emergency Management plan in place to apply for any grants. At the same time we need to develop the components of the Citizen Corps that runs parallel with our Emergency Management emphasis. Citizen Corps provides a budget structure to produce flyers and other components of citizen safety education. What we need to do to get going to this is to go online and submit the information. The Board feels that they should move forward on this since the money is available.

Mr. Christensen stated that he received an email regarding a gentleman that had salt in his well and would like a reimbursement for the work performed. There was salt in the well according to the analytical report. The homeowner put in a well about 10 years, salt and other impurities made that water unacceptable, in November he put in an Artesian well. Chairman Buono stated that she has a problem with the fact that this individual did not come to the Board with this issue before performing the work. The Board feels that they need more information of past well testing. Selectman Kurk asked how close is this well to the road and if there are other wells on this road. Mr. Carl Knapp agreed that the timing is somewhat awkward and now not being involved with the process is difficult to render an opinion. The request came in after the well had been replaced. It was determined that additional information is needed before a decision could be made.

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Mr. Christensen met with PSNH regarding the energy audit and the smart start program to change electrical fixtures. PSNH will come in and pay for 50% of the cost to exchange the fixtures for new efficient ones \$3,228.72 town office portion \$726.49 town portion for town hall. The way it works is that PSNH projects what your monthly savings would be and work it right into your bill - town pays nothing - it is actually paid for with the money you save each month on the electric bill. They contract with a company that takes all the old equipment, which would cost the town money to dispose of, at no cost to the town. It was discussed that the work could be performed in June.

Co-Chairman Methot moved, Selectman Osborne seconded to have the Chairman sign the Energy Audit program to install energy efficient fixtures. Passed 5-0-0.

Mr. Christensen stated that a bill came in from Roto Rooter from March for the police station in the amount of \$402.95 because of baby wipes being placed in the toilet. The Police have no building maintenance fund to cover this. This is the second time this has happened and there was a discussion that possibly there is a defect in the sewage pipes. Vice Chairman Methot asked Mr. Christensen to look into the fact that the fitting is in backwards and what can we do to hold the contractor legally liable. This bill still has to be paid now and where will the money come from? Chairman Buono stated that it will have to be taken directly out of the budget for now and determined later.

Mr. Christensen stated that there are 2 doors at the fire department leading outside that had ice build-up causing egress problems and it will cost \$2,000 to construct two A-frames over the doors. They received two bids one from WBC in the amount of \$2,800 and one from Chicone in the amount of \$2,000. Vice Chairman Methot feels that this should have been taken care of when the building was designed and feels that we should go after the designer to alleviate this problem. It was discussed by the Board and determined that they should go back to Burnell to correct this problem.

Mr. Christensen updated the Board on the Building Maintenance Master Plan he meet with Malcolm Wright and the CIP subcommittee is working on documents that are nearing completion and will be broken down into buildings. Mr. Christensen informed the Board that there is a blueprint of the Clinton Grove Academy done by George Malette.

Mr. Christensen informed the Board that on May 18th the Joint Loss Management Committee will hold a training session. This involves shutting down the town office for 4 hours. The Board has no problem with this as long as there are signs posted and this is on the cable channel and that the public is informed that the office will be closed. Mr. Christensen asked the Board if he has the authority to hold these sessions if they are directly related to safety issues. Chairman Buono feels that these kinds of training programs are beneficial and they support them. Vice Chairman Methot also strongly supports. The Board agrees that a few times a year Bob has the authority to plan these programs but he needs to inform the Board of these events and make sure they are posted properly.

Mr. Christensen stated that a bill came in from Paul Provencher for finishing the lawn care contract last year in the amount of \$600. Chairman Buono stated that there are people in charge of these budget items that should bring these things forward in the budget when they carryover. Vice Chairman Methot requested further information on what Paul Provencher was responsible for. Chairman Buono stated that this will have to be charged to the same line that it should of been charged to and they will have to find the money later in the year to replace this. If he cleaned up cemeteries then they could possibly take the money from that contract.

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Vice Chairman Methot stated that the electric locks for the outside doors have been ordered and as soon as they are in he will install them.

Vice Chairman Methot stated that they need to handle an order to cease and desist on Mr. Boisvert across from Lancot's. Mr. Chip Meany has inspected and they have gone over what they originally requested to remove. Vice Chairman Methot stated that this has grown from incidental use to some serious excavation. It was discussed that Chip Meany needs to order the cease and desist. Mr. Boisvert's was originally authorized to excavate a specific amount and he is now well beyond that amount. Vice Chairman Methot stated that the Board is the regulator and this goes against the Earth Products Ordinance.

Vice Chairman Methot feels that a formal request needs to go to the Department of Revenue to purchase 2 new police vehicles stating that we had an issue with administration and we really need the vehicles so as not to jeopardize the lives of our officers and so they can effectively do their jobs.

Selectman Fiala updated the Board regarding Communications, he spoke with John Stark regarding having a student volunteer to work on the newsletter and that a minimum of 35 hours is needed for a student to get credit for this. If we are interested in looking into an internship it will have to be next year and will take some effort on the part of the BOS to get this started.

Selectman Kurk would like to set a date for their coffee hour. It was determined that the Selectmen Coffee Hour will be held on Saturday, June 11 from 9am - 11am at the Library.

Selectman Kurk mentioned that sign coming into Weare from Goffstown is broken and asked if Malcolm Wright could fix it.

Mr. Christensen mentioned an email from Naomi Bolton to make public her hours. The Highway hours are Tuesday – Friday from 6:30a.m. to 5:00p.m. Effective next week the Highway Department will be located downstairs in the Town Office Building.

Vice Chairman Methot mentioned that sometime in June he would like to revive the Buildings Need Committee to study how we can better use this building and what will we do in the future to better serve our buildings. Also what needs to be done to bring us up to compliance and what kind of office needs do we have. In the past this Committee consisted of a couple department heads, Vice Chairman Methot, Mr. Christensen and 2 citizens. Selectman Kurk asked if it was tied in with the Master Plan, Vice Chairman Methot stated yes it would be.

Chairman Buono moved, Vice Chairman Methot seconded, to adjourn @ 9:40 p.m. A roll call vote was taken. Vice Chairman Methot - yes; Selectman Osborne - yes; Selectman Kurk - yes; Selectman Fiala - yes; Chairman Buono - yes. Passed 5-0-0.

10. ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary